

## Central Valley Children's Services Network

### Job Description

**POSITION:** Quality Improvement Coach and Trainer (Non-Exempt)

**DURATION:** On-going Based on Funding

**ACCOUNTABLE TO:** Program Manager, Quality Improvement Support Team

**PURPOSE OF THE JOB:** To provide coaching, training, and support to Early Childhood Educators (ECE) participating in the Quality Rating and Improvement System (QRIS) Program known locally as the Fresno County Early Stars Program.

**ESSENTIAL FUNCTIONS:** The following is a list of major duties and responsibilities. Other duties and responsibilities may be assigned, and this job description may be modified as needed.

#### Key Functions:

1. Conduct regular site visits (at least once per quarter and more often as needed) to assigned Provider(s) based upon their varying needs.
2. Provide coaching and training to Provider(s) to assist them to implement best practices according to the following ECE Tools; Classroom Assessment Scoring System (CLASS), Ages and Stages Questionnaires 3 & SE2 (ASQ3 & ASQ SE2), Desired Results Developmental Profile (DRDP 2015) Child Assessment, and Environmental Rating Scales (ERS).
3. Create and enter detailed coach notes in the IPinwheel Data Base system regarding the coaching and training sessions you have with Provider(s). Coach notes will be given to the Provider(s) and shared by email with other members of the Early Stars Program who are working with the Provider(s).
4. Attend trainings, which can involve travel, evenings and Saturdays as requested by the Program Manager, to become knowledgeable in the ECE Tools which are used during coaching visits.
5. Attend monthly Professional Learning Community (PLC) meetings and other meetings to further develop coaching practice as requested by the Program Manager.
6. Train/Co-Train with team members during evening and Saturday trainings. Topics include, but are not limited to: Effective teacher-child interactions, child assessments, social and emotional development, and environments.
7. Become authorized, reliable, and/or certified in ECE Tools and Coaching as required by the QRIS Program.
8. Maintain authorization, reliability, and/or certification in ECE Tools and Coaching dependent upon the requirements of each tool and/or program.

#### Accountability and Support:

1. Attend local, regional and state conferences pertaining to the Quality Rating Improvement System.
2. Meets monthly or as needed with supervisor to discuss changes and updates on new procedures.

#### Community Involvement:

1. Create and maintain a professional image in the office as well as in the community;
2. Participate in and/or conduct outreach activities in ECE community events to promote high quality early care and education and the programs we support.
3. Develop collaborative relationships with other community agencies for information exchange; joint projects, and advocacy efforts.

4. Participate in the leadership, planning and implementation of agency events.

**EXPECTATIONS/BEHAVIORS:**

1. Work well under pressure, meeting multiple and sometimes competing deadlines.
2. Be able to build good working relationships with people from diverse backgrounds.
3. Be able to delegate.
4. Be able to conceptualize and communicate well.
5. Be dependable, fulfill commitments, and follow through.
6. Be professional, willing to separate personal from organizational interests.
7. Demonstrate high team spirit and attitude: working toward another person's success.
8. Be willing to evaluate others and be evaluated; takes responsibility for their own actions and decisions.
9. Utilize clearly written and verbal communication and sound documentation techniques.
10. Be able to use a systematic approach in problem solving.
11. Be able to safeguard confidential information of any type.
12. Be able to at all times, demonstrate cooperative behavior with colleagues and supervisors.
13. Be able to teach others policies and procedures associated with job duties.
14. Be professional in attire, composure, attitude and interactions with others.

**SKILLS NEEDED:**

- Strong customer service skills
- Knowledge of the Quality Rating Improvement System (QRIS) known locally as the Early Stars Program
- Computer literate
- Bilingual Spanish preferred
- Multi-task oriented
- Detail oriented

**Upon Hiring:**

- Provide proof of negative TB test result dated no more than 6 months prior to date of employment
- Provide immunization record for the following: Influenza, Pertussis, and Measles
- Be fingerprinted and pass background check
- Must provide vaccination status for COVID 19 or if unvaccinated or not fully vaccinated for COVID 19 be tested at least once weekly with PCR testing (costs will be incurred by CVCSN)
  - **Transportation Requirements**
    - Must have transportation and valid California Driver's License
    - Automobile Insurance with the minimum limits of \$100,000/\$300,00/\$100,00 (bodily injury & property damage)

**QUALIFICATIONS:**

**Education:** Bachelor's Degree in Child Development or related field

**Experience:**

- 3 years' experience working in an Early Care and Education setting preferred
- Experience working in a program that has gone through the QRIS/Early Stars Program preferred